Credit Card Payment Processing in AZTurboCourt

In this section you will learn how to pay for your filing using a credit or debit card if you do not have a PayPal account. Payment for a filing can be made after clicking **E-deliver** to submit your filing. You will be taken to the Payment Options screen which will allow you the option to pay with a credit or debit card or by using a PayPal account.

Credit card option: If you choose to pay with a credit or debit card, you will need to enter the information under the section that says **Pay with credit or debit card**. After the credit or debit card information is entered, click **Pay Now**.
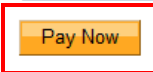
Once you have successfully paid for your filing with a credit or debit card, you can view the payment details and **View Payment Receipt**.

Your Payment was Successful			
Form Set	24493	**Case #**	C20113456
Keyword/Matter #		**Status**	Delivered
Service	e-File	**Payment Amount**	$ 6.00
Filing Type	Civil Lawsuits - Superior Court	**Location**	Pima / Superior Court

Payment Transaction # E25P1D986FE3
Paid By Credit Card Last 4 digits: 2346, Expiration: 12/13

VIEW PAYMENT RECEIPT

To use this credit card again for future payments please provide:

Credit Card Nick Name *

SAVE AND VIEW FORM SET   SAVE AND ASSIGN USERS   DON'T SAVE, VIEW FORM SET

Filers have the opportunity to store the credit card used for the filing of future payments. In order to be able to store the credit card for future use you will need to create a **Credit Card Nickname,** which will securely store the card in the system. This method allows other users the ability to pay using the same credit card (or choose from a list of saved cards) for AZTurboCourt filing payments without having to enter the credit card information into the payment screen.

When you click on **View Payment Receipt**, the **Payment Details** screen will show the details of the filing transaction information. The example below on the left shows the credit card's last 4 digits and expiration date. When a credit card is given a nickname, that name will be shown in this field for future filings as shown in the example on the right.

Payment Details

Filing Type	Civil Lawsuits - Superior Court
Form Set #	24493
Case #	C20113456
Keyword/Matter #	
Submission Name	GMAC INC VS. JEFFREY A WEYGAND ET AL.
Transaction Date	12/21/2011 3:24 PM MST
Transaction #	E25P1D986FE3
Payment Status	Paid
Paid By Credit Card	Last 4 digits: 2346, Expiration: 12/13
Service	e-File
Application Fee	$ 6.00
Total	$ 6.00

Print Payment Details   Close Window

Payment Details

Filing Type	Civil Lawsuits - Superior Court
Form Set #	24496
Case #	C20113456
Keyword/Matter #	
Submission Name	GMAC INC VS. JEFFREY A WEYGAND ET AL.
Transaction Date	12/21/2011 3:49 PM MST
Transaction #	E34P1D98DFBA
Payment Status	Paid
Paid By Credit Card	Nick name: Lawful Mastercard 1
Service	e-File
Application Fee	$ 6.00
Total	$ 6.00

Print Payment Details   Close Window

The examples below show the field used to input the **Credit Card Nickname**. The red asterisk signifies that this is a required field.

To use this credit card again for future payments please provide:

Credit Card Nick Name *

To use this credit card again for future payments please provide:

Credit Card Nick Name * Lawful Mastercard 1

SAVE AND VIEW FORM SET   SAVE AND ASSIGN USERS   DON'T SAVE, VIEW FORM SET

NOTE:
- Both Administrative and Basic Users can add credit or debit card information, but *only* Administrative Users can assign users to the credit or debit cards.
- You cannot delete a credit card once it is saved in the system, you can only make it inactive.
- If a Basic User adds a personal credit card, an Administrative User would have access to that card for AZTurboCourt payments only.

After the credit card information is stored, the selection titled **Credit Cards** will appear in the **User Menu** on the AZTurboCourt homepage.
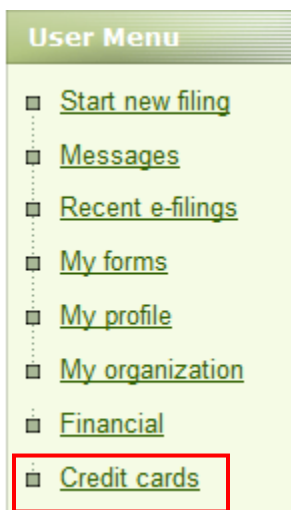
When the selection **Credit Cards** is chosen by an Administrative User, the screen will show the following credit card details:

- The credit card nickname
- The status of the credit card
- Who entered the credit card information
- How many authorized users are assigned to use the card

Only Administrative Users can edit Users' ability to use the credit cards.

Credit Card Nick Name	Status	Created By	Authorized User(s)	
Lawful Mastercard 1	Active	Frank Stein	1 user(s)	Add/Remove User(s)

When **Add/Remove Users** is chosen, a screen titled **Assign Credit Card Authorized Users** will appear. This is where Users can be assigned to a particular card or cards.

As an Administrative User, you can select **Check All** or individually check the box to the left of each name to assign them to the credit card. After making your selections, click **Assign Selected**.

After clicking **Assign Selected**, the next screen will show who is assigned to the credit card, who authorized the assignment and when the assignment became effective.

Click on **Go to Credit Card List** to see the updated details.

Credit Card Nick Name	Status	Created By	Authorized User(s)	
Lawful Mastercard 1	Active	Frank Stein	5 user(s)	Add/Remove User(s)

You can now see that five Users are assigned to this credit card and are authorized to use the card for payment of AZTurboCourt filings.

Adding Additional Cards

After a credit or debit card has been added and another filing has been E-delivered in AZTurboCourt, the payment option screen allows the filer to pay with the stored credit card, pay with a PayPal account, or add another credit card.

Select Payment Option

Form Set	24495
Keyword/Matter #	
Service	e-File
Filing Type	Civil Lawsuits - Superior Court

○ **Pay with a previously stored credit card** (select the credit card below)

    ◉ Lawful Mastercard 1

○ **Pay with a different credit card** ⓘ

○ **Pay with a PayPal account** ⓘ

◀ PREVIOUS   NEXT ▶

The process to add another credit card is the same as adding the first. Below is what the screen looks like on the Administrative User homepage after a second credit card has been added. The example below shows that two credit cards have been stored with assigned nicknames and that five Users are authorized to use each card.

Credit Card Nick Name	Status	Created By	Authorized User(s)	
Lawful Mastercard 1	Active	Frank Stein	5 user(s)	Add/Remove User(s)
Lawful Visa card 1	Active	Frank Stein	5 user(s)	Add/Remove User(s)

This example shows what the **Payment Option** looks like after adding a second credit card. There are now four options to pay for your filing at this point. The payment selection screen will default to the first nickname listed. Be sure to choose the correct card before clicking "Next".

After storing credit card information, the Administrative User can select **My Organization** from the User Menu on the AZTurboCourt homepage and be able to see which User is assigned to the credit card. They also have the ability to add or remove a User's association with the card by selecting **Manage Assigned Cards**.

By checking the box to the left of the **Card Nickname**, the Administrative User can assign or not assign the user to the credit card.

Basic User Credit Cards View

When a Basic User selects **Credit Cards** from the User Menu on the AZTurboCourt homepage, they will only be able to see the credit or debit card that is assigned to them.

A Basic User may enter the information for a new card when submitting payment for a filing but they will not be able to assign others to a credit or debit card. Access to the stored credit card can only be assigned by an Administrative User.